



**Minutes of the  
ALAMEDA FREE LIBRARY BOARD  
July 8, 2009**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

ROLL CALL

Present:	Mike Hartigan, Vice President Karen Butter, Board Member Gail Wetzork, Board Member
Absent:	None
Staff:	Jane Chisaki, Library Director Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. \*Report from the Library Director Highlighting Activities for the Month of July 2009.
- B. \*Draft Minutes of the Regular Library Board Meeting of June 10, 2009.
- C. \*Library Services Report for the Month of May 2009.
- D. \*Financial Report Reflecting FY09 Expenditures by Fund for June 2009.
- E. \*Bills for Ratification for the Month of June 2009.

Member Butter noted that there is a general decline in doorcounts and internet log-ins. Director Chisaki had also noticed this, and had made sure the door counter was functioning properly. There doesn't seem to be an easy explanation for the downturn in these statistics. It was then noted that the children's circulation count at the Bay Farm Island branch had gone up. Chisaki said that Supervising Children's Librarian, Eva Volin, had been busily weeding that branch's collection, the circulation increase being the ultimate result of that effort.

Member Butter then asked about the projected total budget number for the new fiscal year. Director Chisaki said the latest number stands at about 3.1 million, which is a decrease of approximately \$200,000 from the last fiscal year. Chisaki then went on to explain how the budget categories break out for the new year. Butter requested that Chisaki put together budget figures for the last 5 years, breaking out categories of particular interest: contracts, IT, personnel and collections. Chisaki will pull the numbers together and provide them to the Board at the next meeting.

Member Butter mentioned that she would have liked to see additional information in the previous meeting's minutes. Specifically, her question on what the Art Committee's charge will be when assisting to select art for the remodeled branches. Butter feels there is a definite need to clarify roles and responsibilities. As part of this, Chisaki had started talks with a representative of the Public Art Commission, and among other things, he had advised her that if a selected piece is valued at under \$200,000, it will not have to go before the Public Art Commission for approval.

Vice President Hartigan called for a motion to accept the Consent Calendar as presented. Member Wetzork so moved; Member Butter seconded the motion which carried by a 3-0 vote.

#### ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

None.

#### UNFINISHED BUSINESS

##### A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki referenced the reports in the board packet from both Alyson Yarus and Laurie Kozisek detailing the proposed fee increase requested by Noll & Tam. The firm is asking for a total of \$318,000, which is \$20,000 above the contingency fund, and there has been no sign of deliverables yet. Vice President Hartigan said there needed to be some push-back from our side, as it appears the Public Works Project Manager is willing to accept the fee increase without good justification. There was a consensus among the Board that the RFP had been poorly written, giving Noll & Tam the opportunity to seek the increase. There was a good bit of discussion surrounding this, and in the end, it was decided that a strong letter be written to Noll & Tam under the Board's signature. Vice President Hartigan volunteered to draft up this letter for the Board's review and input.

#### NEW BUSINESS

##### A. Election of Officers (M. Hartigan)

Member Butter nominated Vice President Hartigan for the office of President; Member Wetzork seconded the motion and all were in favor. Member Wetzork nominated Member Butter for the office of Vice President; President Hartigan seconded the motion, and all were in favor.

##### B. Discussion on Possibility of Going Dark for August Library Board Meeting (J. Chisaki)

Because one of the three remaining Board members will be on vacation during the August meeting, the Board discussed the possibility of going dark. It was decided to keep the meeting as scheduled for the time being, then cancel by a deadline of August 3rd if there appears to be no pressing reason for the meeting to occur.

C. Alameda Free Library Foundation (J. Chisaki)

The full board had just met; there are several members whose terms are finished and there seems to be no interest in re-upping. It was also reported that the Foundation is opening a Schwab investment account.

D. Friends of the Alameda Free Library (M. Lambert)

The Café Committee recently turned over \$10,000 to the Friends, part of this being profits and part is re-paying start-up costs. There is an urgent need for more volunteers to run the Café. There will not be a July meeting of the Friends.

E. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

None.

LIBRARY BOARD COMMUNICATIONS

Vice President Butter said that she had been trying to get into the Library catalog a week or two back, and it had been down most of the day. The system filtering software had been recognizing the ILS software as an intrusion and was effectively blocking it. Staff needs to look at and update Internet policies. The last update was done in 1998.

DIRECTOR'S COMMENTS

The LEED Silver Certification plaque will be unveiled on July 21. The City Council has been invited; Bob Haun and Honora Murphy will be there, as well as the USGBC's regional rep. A new brochure has been prepared detailing the building's "green" features, and will be used as an ongoing handout.

The End of Summer Reading Program Celebration will take place on August 19; President Hartigan will speak for the Board. Magic Dan will be the evening's entertainment, and all board members indicated they will be present for the ceremony.

The City Manager and Department Heads will host a City picnic for all employees on August 14. The Library has been given the okay to close at 12:30 on that day.

ADJOURNMENT

President Hartigan asked for a motion to adjourn the meeting at 7:45 p.m. Member Wetzork so moved; Vice President Butter seconded the motion which carried by a 3-0 vote.

Respectfully submitted,



Jane Chisaki, Library Director and  
Secretary to the Alameda Free Library Board